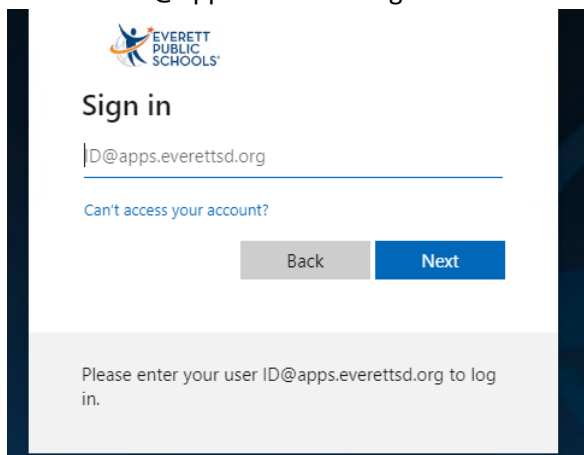


# SSO and MFA For BusinessPlus, Employee Online, and Timecard Online

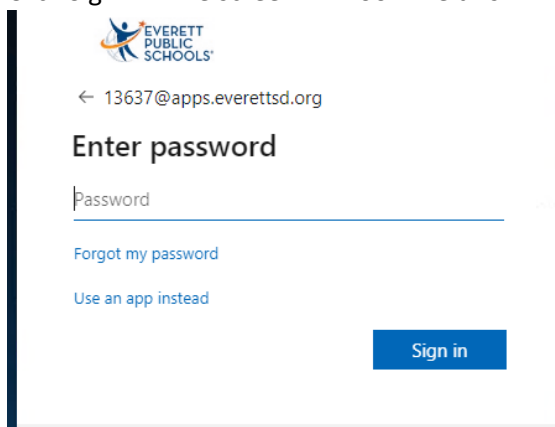
Beginning May 9, 2023

## BusinessPlus:

1. The first time you connect from your device, you may see this SSO screen with the district logo. Login using your ID@apps.everettsd.org credentials. For example, if your staff id is 98765, then enter 98765@apps.everettsd.org. Click Next.



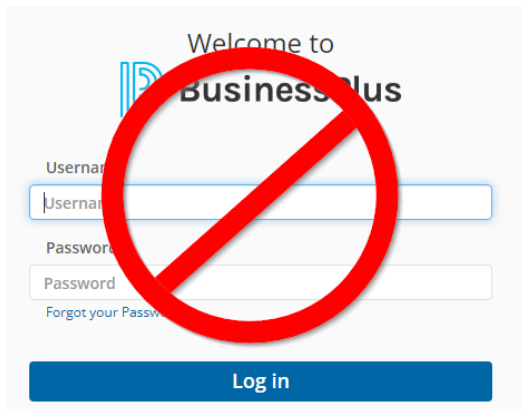
2. You'll then be prompted for your password. Enter the same password you use for district email. Click Sign in. The screen will look like this:



3. You'll then be logged into Business Plus and can proceed to work as usual.

In some cases, you may not even see these screens and will be logged into to BusinessPlus right away. Your credentials have been remembered from a previous SSO screen you've logged into.

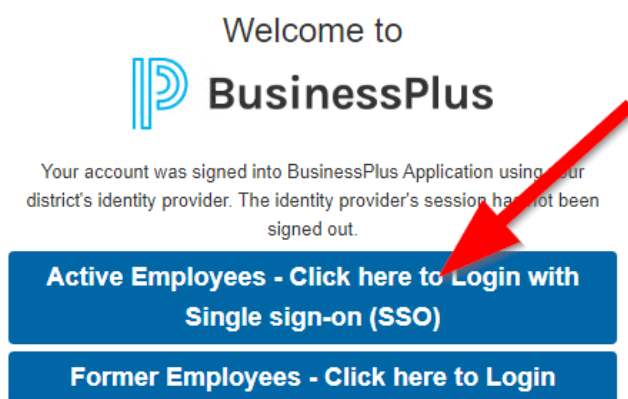
You will no longer see this screen:



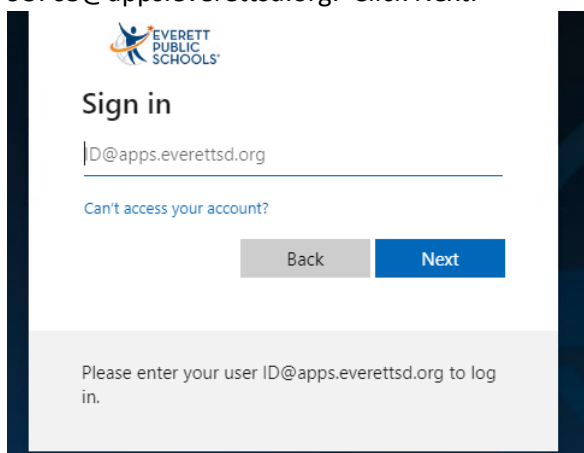
Remember that to use BusinessPlus you must always be on a district device.

## Employee Online for Active Staff:

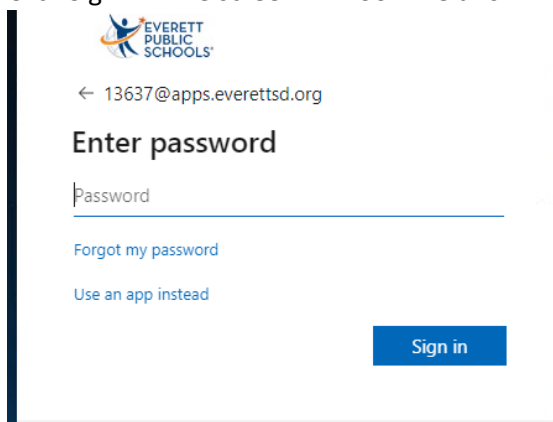
1. You'll first see this screen. Click "Active Employees ... SSO".



2. Next, you'll likely see this SSO screen with the district logo. Login using your ID@apps.everettsd.org credentials. For example, if your staff id is 98765, then enter 98765@apps.everettsd.org. Click Next.

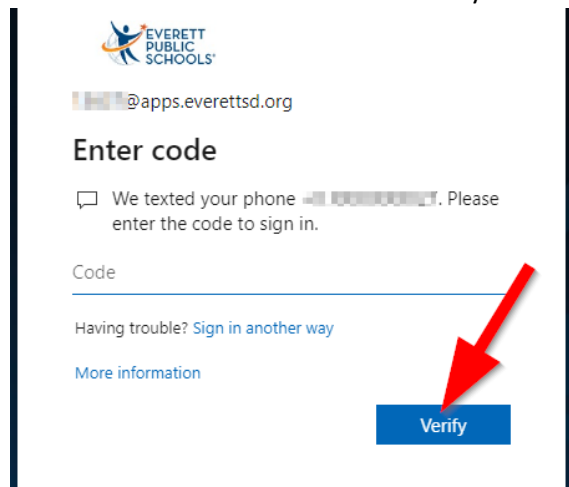


3. You'll then be prompted for your password. Enter the same password you use for district email. Click Sign in. The screen will look like this:



4. If you're connecting from a district device, you'll be logged in and can skip the next step.

- Otherwise, if you're connecting from a personal device, like a home computer or a tablet, you'll receive a code on the phone you configured in the MFA setup described at the beginning. Enter that code on this screen and click Verify:



- You'll now be logged in.

In some cases, the screens shown in steps 2 and 3 will not be displayed, depending on whether you've already provided your SSO credentials. You'll be automatically logged in.

You will no longer see this screen:



## Timecard Online:

If you previously used a shortcut to log onto Timecard Online, it'll no longer work as expected. You'll get redirected to the recommended sequence which follows.

The recommended (simplest) way to get to Timecard Online is to log onto Employee Online as described above and navigate to Timecard Online by clicking:

Menu → Timecard Online → Timecard Online. MFA will apply if you're not on a district device.